

# FOUNDATIONAL PUBLIC HEALTH SERVICES POLICY WORKGROUP

## Draft Meeting Arc – 05/23/2014

### TYPICAL MEETING PROCESS AND STRUCTURE

#### Pre-Meeting

- Background materials will be sent out to Group one week in advance and will include the draft meeting summary from the previous meeting.

#### Meeting

- Meetings will last approximately five hours and will include breaks.
- Co-chairs will open each meeting and introduce the meeting agenda.
- Meetings will be facilitated by BERK.
- Each agenda item will have supporting materials that will be presented prior to beginning facilitated discussion about that topic. Group members will be expected to read materials in advance.
- Individual meetings will include the following elements as appropriate:
  - Facilitated discussions among all Group members
  - Small group discussions
  - Presentations of technical documents
- BERK will record meeting notes and develop meeting summaries

#### Post-Meeting

- “Homework” will be assigned to further the conversation in advance of the next meeting.
- Supporting “homework” materials will be emailed to Group as necessary.

### OVERALL MEETING ARC

The meeting arc described below follows a formal six-step policy development process:

1. Build Shared Understanding of the Situation
2. Identify Policy Ideas and Options
3. Establish Evaluation Criteria and Framework
4. Evaluate Policy Options
5. Develop Recommended Policy Packages
6. Communication and Messaging: “Tell the Story”

The meeting agenda items described below will be adjusted and revised as needed.

#### Meeting 1 – April 9, 2014

##### Build Shared Understanding of the Situation

The purpose of this meeting was to orient Workgroup Members to the project. Meeting accomplishments include:

- Sharing introductions, charge, and roles and responsibilities
- Presenting project background and plan for future meetings
- Discussing group member concerns, issues, comments, and questions regarding the foundational public health services concept

#### Meeting 2 – May 30, 2014

##### Build Shared Understanding of the Situation & Identify Policy Ideas

The purpose of this meeting is to fully understand program level definitions and the financial context that shapes them. Agenda items include:

- Review and discuss FPHS Programs: Environmental Public Health, Chronic Disease and Injury Prevention, and Communicable Disease Control.
- Facilitated group discussion regarding the findings for each program, and identification of policy ideas to address gaps

### **Meeting 3 – June 25, 2014**

#### **Build Shared Understanding of the Situation & Identify Policy Ideas**

The purpose of this meeting is to finish reviewing program level definitions and the financial context that shapes them, as well as discussing capabilities. Agenda items include:

- Review and discuss FPHS Programs Homework: Maternal and Child Health, Vital Records, and Access and Linkage with Clinical Health Care.
- Facilitated group discussion regarding the findings for each program and capabilities, and policy ideas to address gaps
- Review and discuss updated “problem” statement
- Review and discuss updated charter

### **Meeting 4 – July 30, 2014**

#### **Identify Policy Options & Establish Evaluation Criteria and Framework**

The purpose of this meeting is to identify policy options and begin determining what criteria will be used to evaluate those options. Agenda items include:

- Share policy options generated by technical workgroup
- Brainstorm and discuss “Solution Space” and other policy context constraints
- Facilitated group discussion of draft evaluation criteria and framework we will use to recommend policy options.

### **Meeting 5 – August 20, 2014**

#### **Establish Evaluation Criteria and Framework & Evaluate Policy Options**

The purpose of this meeting is to finalize the criteria and framework discussed in meeting 4 and to begin evaluating the policy options identified in meetings 2, 3, and 4.

### **Meeting 6 – September 17, 2014**

#### **Evaluate Policy Options**

The purpose of this meeting is to evaluate policy options identified in meetings 2, 3, and 4.

### **Meeting 7 – October 15, 2014**

#### **Evaluate Policy Options & Develop Recommended Policy Packages**

The purpose of this meeting is to finish evaluating policy options and begin combining selected options into recommended policy packages.

### **Meeting 8 – November 5, 2014**

#### **Develop Recommended Policy Packages & Communication and Messaging: “Tell the Story”**

The purpose of this meeting is to continue to finalize a draft package of policy options and review draft messages, including key findings.

### **Meeting 9 – December 17, 2014**

#### **Communication and Messaging: “Tell the Story”**

The purpose of this meeting is to complete the final report and package of recommendations, and messaging to “tell the story.”